

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT REGIONAL DIRECTOR

POSITION LOCATION: Regional Cooperative Office

POSITION REPORTS TO: Director of Regional Cooperative

POSITION SUPERVISES: Assigned Instructional and Support Staff

POSITION GOAL: To assist the Regional Director in the leadership of and share in the assumed responsibility for the operation of a Regional Cooperative Program.

QUALIFICATIONS:

- Master's Degree, with the Master's or Bachelor's Degree in Special Education or related field with concentration one of the following areas: Blind and Visually Impaired; Deaf and
- Hard of Hearing; Multiply Disabled with severe sensory impairment.
- Certified or certifiable by the Arizona Board of Education as Principal.
- Certified or certifiable by the Arizona Board of Education as a Teacher (HI or VI), or in a related area.
- Evidence of successful teaching or related experience with children who are deaf or hard of hearing; blind or visually impaired; or multiply disabled with severe sensory impairment.
- Evidence of successful supervisory or team leader experience in school programs.
- Evidence of the ability to select, develop, direct, and evaluate staff in accordance with current practices in the field; to develop and manage an instructional budget; to plan and organize work.
- Evidence of good communication skills, including the ability to write clearly and concisely.
- Independent and reliable means of transportation

PREFERRED QUALIFICATIONS:

Conversational American Sign Language

GENERAL DUTIES:

- Provides leadership in the development and operation of a regional cooperative program, including: assessing needs, strategic planning, working with councils and advisory committees; collaborating with other ASDB programs and outside programs in areas of shared responsibility.
- Provides instructional leadership and staff evaluations.

Regional Director I

- Assists in the management of a regional cooperative and an Early Childhood Education Program including, but not limited to: recruiting, developing, and supervising specialized staff, developing operational procedures, and managing resources.
- Develops and implements activities involving school-parent-community relationships.
- Assists in seeking alternative funding sources; prepares grant requests; manages grants; including the preparation of program and fiscal reports, in accordance with ASDB policy.
- Facilitates the identification of topics for staff development, plans, and coordinates regionwide staff development activities.
- Keeps informed of laws, regulations, rules and policies affecting the school and their programs.
- Performs such other tasks and assumes such other responsibility as may from time to time be assigned by the Regional Director.

SPECIAL REQUIREMENTS/CONDITIONS:

Some travel, including overnights, is required.